



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 09/16/2014	Employee Requisition Number ER-14099	JOB OPPORTUNITY	
Title/Position: CUSTODIAN			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: COLLEGE OF MUSCOGEE NATION STAFF	Location: Okmulgee	Location Code: 45	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Under the supervision of the Facilities Supervisor, the Janitor is responsible for the cleaning of offices, corridors and general cleaning of all college buildings and related areas.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Janitor must have the CMN student's and employee's safety as a first priority at all times.2. Work as a team member with other janitorial and maintenance staff when performing daily duties.3. Disinfect, dust, polish and vacuum all floors, desks, chairs, furniture and fixtures in classrooms, hallways, lobby, library, conference room, offices and/or other rooms as needed.4. Wax and buff floors using industrial vacuum cleaners and scrubbing and buffing machines.5. Spot clean stains from such surfaces as rugs, drapes, walls and floors using chemicals and cleaning solutions.6. Move cabinets, boxes, furniture, crates and equipment to clean areas.7. Empty all trash containers and replace the can liners inside and outside of building.8. Wash all windows, window ledges, glass doors, and mirrors in classrooms, hallways, lobby, library, conference room, offices and/or other rooms as needed.9. Clean walls, baseboards, ceramic wall tiles, as needed.10. Disinfect doors and handles, bathrooms, break room and reception desk on a daily basis.11. Keep all work stations, library, closets and bathrooms clean and disinfected.12. Mop and wax vinyl/tile floors in bathrooms, break room and lobby and other areas daily or as needed.13. Disinfect, clean/polish water fountains and sink in break room.14. Replenish all paper products in bathrooms and break room, as well as keeping soap dispensers full.15. Keep entry and exits free of trash.16. Empty shredders.



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	<p>17. Deep clean every classroom in every building weekly. Includes, high dusting, wiping down walls, disinfecting table legs, table tops and chairs, clean trash can and disinfect door handles.</p> <p>18. Operate CMN shuttle as back up driver as needed to transport students to/from OSUIT and CMN campuses.</p> <p>19. Must obtain Oklahoma Bus Drivers Certificate and CDL License within the first 2 weeks of employment. Must also obtain a CPR and First Aide Certification.</p> <p>20. Able to lift 50 pounds and to climb on ladders or scaffolding.</p> <p>21. May sweep walks, remove snow and perform other seasonal tasks.</p> <p>22. Perform tasks or duties assigned during emergency situations.</p> <p>23. Any other duties reasonably expected of a person in this position.</p> <p>1. Transport CMN students to and from OSUIT campus for classes.</p> <p>2. Disinfect and clean all college buildings, including workstations, restrooms, and corridors.</p> <p>3. Ability to follow instructions.</p> <p>4. Will make simple written notations on daily duties performed.</p> <p>5. Enjoy working in a public setting that has a variety of work spaces for administration, instructors and students.</p>
Minimum Requirements:	High School Diploma or GED equivalent with good driving record. Must possess basic custodial skills and knowledge. CDL with passenger endorsement.
Preferred Requirements:	Ability to speak the Muscogee Creek language is preferable but not a requirement. Native American and Veteran preference.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Fumes or airborne particles | <input checked="" type="checkbox"/> Outside weather conditions | <input checked="" type="checkbox"/> Toxic or caustic chemicals |
| <input checked="" type="checkbox"/> Risk of electrical shock | <input checked="" type="checkbox"/> Vibration | <input checked="" type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.